



APPROVED

KITTERY PORT AUTHORITY

July 10, 2013 Meeting Minutes
Council Chambers, Town Hall

Members Present: Bob Melanson, Chairman, Kelly Philbrook, Tom Smith
Members Absent: Dan Arbo, Barry Bush, Ray Grenier, Steve Lawrence
Staff: Harbormaster Mike Blake

The meeting of July 10, 2013 was called to order at 6:03 p.m.

1. Pledge of Allegiance

2. Minutes

The June 6, 2013 minutes were deferred as there was no quorum.

2. Public Segment

Amy and Tom McClellan, 7 Keene Terrace. Mr. Melanson explained that the McClellan's abutter, Charlie Case, told them they would have to adjust the angle of their float to accommodate their boat and allow him access to his float. Chairman Melanson and the Harbormaster visited the site to discuss this issue. It was found that the McClellan float is in compliance, especially in comparison to the distances of the Case and Wells floats, and the McClellan's are not required to meet with the KPA. Harbormaster Blake stated in subsequent discussions, Mr. Case indicated he understood the riparian widths of each owner.

Mr. McClellan stated he may be open to adjusting the angle of the float and asked about the process to do so. Ms. McClellan stated Mr. Case told her that even if they adjust the angle of the float, he will not be satisfied until their boat is attached to the float and he determines he can get around it.

4. Budget Report

Year to date Operating Income & Expense- Mike Blake

No finalized CIP or budget as yet. Mill rate target has been met, but the target has changed, so more meetings will be conducted. So far, the KPA has received a budget reduction request of \$1,000 but this could change. Submitted budget was under the prior year budget, as requested.

Mr. Melanson noted the KPA budget has historically been break even. The forthcoming insurance adjustment may provide a surplus of \$10,000 for the fiscal year.

5. Harbormaster Report- Mike Blake

- Working on harbormaster plan and budget.
- Alan Breton is working well at Traip. There have been no complaints and he has streamlined the launch process.
- Launch fees continue to come in.
- Paul Bourke coming up to speed at Frisbee Pier.
- Working on BIG project business plan.
- Intentional grounding of sailboat.
- Port-a-potty at Traip was knocked over
- Dingy sank and retrieved by Paul Bourke.

6. Marinas Piers and Floats;

- 62 Pepperrell Road, Construct a 6 X 100' Pier with a 4 X 55' Aluminum Gangway and a 12 X 30' Float System.

Zachery Taylor, Riverside Pickering and Marine, summarized the request to construct a pier ramp and float off an existing seawall. The project has been submitted for review and approval to the MDEP, ACOE and Submerged Lands. The length of the structure is due to the existing site conditions, but is within the required 150 feet from the highest annual tide.

Mr. Smith asked about the float length. Mr. Taylor stated the owners have a 30-foot vessel and the float size is comparable to others in the area. He spoke with the Maine Bureau of Parks and Lands, and they have no objections to the project.

Due to the lack of a quorum, the plan cannot be accepted and moved to a public hearing, but will be continued to the August 1 meeting. A site walk was scheduled for August 1, 2013 at 5:00 p.m.

7. Projects:

- BIG Business Plan – The KPA received a letter from Council Chairman reminding them of the need for a business plan. Mr. Melanson provided members with a proposed plan. An earlier plan was submitted to Council on 11/26/12.

Mr. Melanson noted the power and water utilities layout has been amended to utilize existing conduit and lines.

Mr. Melanson reviewed the narrative and financial business plans. He asked members to submit any comments or recommendations. He noted deep moorings and tidal moorings are under review and will be further discussed in September. Proposed revenue (totaling \$231,000) includes:

- Dinghy fees at \$50 each.
- BIG slip (6 @ \$50) and mooring fees (8 @ \$35) are estimated at 50 nights each, totaling \$29,000.
- Launch services at \$8,000.

Proposed expenses are based on prior expenses and proposed new services, totaling \$184,000.

The Authority will have a workshop on August 1 at 6:00 to further discuss the plan prior to submitting to Council on 8/5/13.

A BIG project workshop with the DPW and Council is scheduled for July 22 to review financial implications and the bid package. The bid package opening is scheduled for July 16.

Ms. Philbrook asked why mooring fees are increasing if there is an anticipated surplus. Mr. Melanson explained the surplus will go toward paying the obligations of the KPA, including the share for the BIG project. The mooring fees have not increased since 2010, and are still below competitor fees.

Mr. Smith stated he felt those boats sitting in private marinas and docks should pay the water usage fees, as well as those using public facilities.

Ms. Philbrook noted the Town wants and owns these facilities, but the KPA must pay the bills. The Town should pay for these properties, instead of placing more fees on the backs of mooring holders. The more facilities undertaken by the KPA, such as Rice Avenue, the more costly it will be to manage, and access to the waterfront will not be affordable or available to the average person. When does the KPA obligation end for the financial benefit of the Town?

Mr. Melanson noted the services are being paid for by the users. If there are inequities, they need to be investigated and corrected.

- Comprehensive Harbor Plan – Deferred
- Rice Avenue – Further discuss in the fall.
- Dredge Project – Mr. Melanson stated he has had discussions with Sam Reid of Wilsa, Dave Kaselauskas who has been in touch with riparian rights owners, and Ed Howells. This project would be of benefit to Pepperrell Cove, but will be very difficult to achieve. The permitting hurdles are significant, though the ACOE is supportive of Kittery's plans and would give them priority. Concerns have been raised as to how the tide and sand movement would be affected with the

placement of dredge material. Determining riparian ownership would also be a difficult process. Kittery's refusal of the glacial sand is disappointing.

8. New Business:

Senior Discounts – General discussion, but no decision. Mr. Smith noted the typical discount is 10%.

- Kittery Mooring Fields

9. Correspondence & Comments

10. Board Members – New & Old Business

- Status of Ted Brown Memorial Mooring. Mr. Melanson stated in discussions with John Carson, there was a committee to sustain this, however the mooring is no longer there, the account does not exist, and fees have not been paid.

11. Adjourn

Ms. Philbrook moved to adjourn

Mr. Smith seconded

Motion carried unanimously by all members present

The KPA meeting of July 10, 2013 adjourned at 7:17 p.m.

Submitted by Jan Fisk, July 12, 2013